

## Shared Leave - Uniform Srvs Pool - Donation or Withdrawal

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/25/2007	Kelly Welsh	Initial Draft
9/27/07	Lesa Terry	SME Review for final document

### Purpose

Use this procedure to maintain Uniform Services Shared Leave Pool donations and withdrawals for both a Donor and Recipient in HRMS.

### Trigger

Perform this procedure when an eligible employee is donating or withdrawing to/from the Uniform Services Shared Leave Pool.

### Prerequisites

- Both the Donor and Recipient must have the Home Pool and Foreign Pool created on the *Share Leave Eligibility* (WA) (0696).

The following roles can view or maintain these infotypes:
Shared Leave Eligibility (0696) – Payroll Processor, Time & Attendance Processor, Leave Corrections Processor
Shared Leave Donation/Return (0613) – Payroll Processor, Leave Corrections Processor
Time Quota Compensation (0416) – Personnel Administration Processor/Supervisor, Payroll Processor/Analyst/Supervisor/Inquirer, Time & Attendance Processor/Supervisor, Leave Corrections Processor
Quota Corrections (2013) – Personnel Administration Processor/Supervisor/Inquirer, Payroll Processor/Analyst/Supervisor/Inquirer, Time & Attendance Processor/Supervisor/Inquirer, Leave Corrections Processor

### Transaction Code










**PA30**

Date	Procedure Update Log
9/25//07	Created

## Helpful Hints

- This is effective October 1, 2007. For more information, agencies are advised to review the guidelines established by the Washington Military Department <http://mil.wa.gov/usslp.shtml>.
- The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections Processor may use the Attendance System Change Report to verify the employee's absence quotas. To access this report, use the transaction code **ZHR\_RPTTM084**.

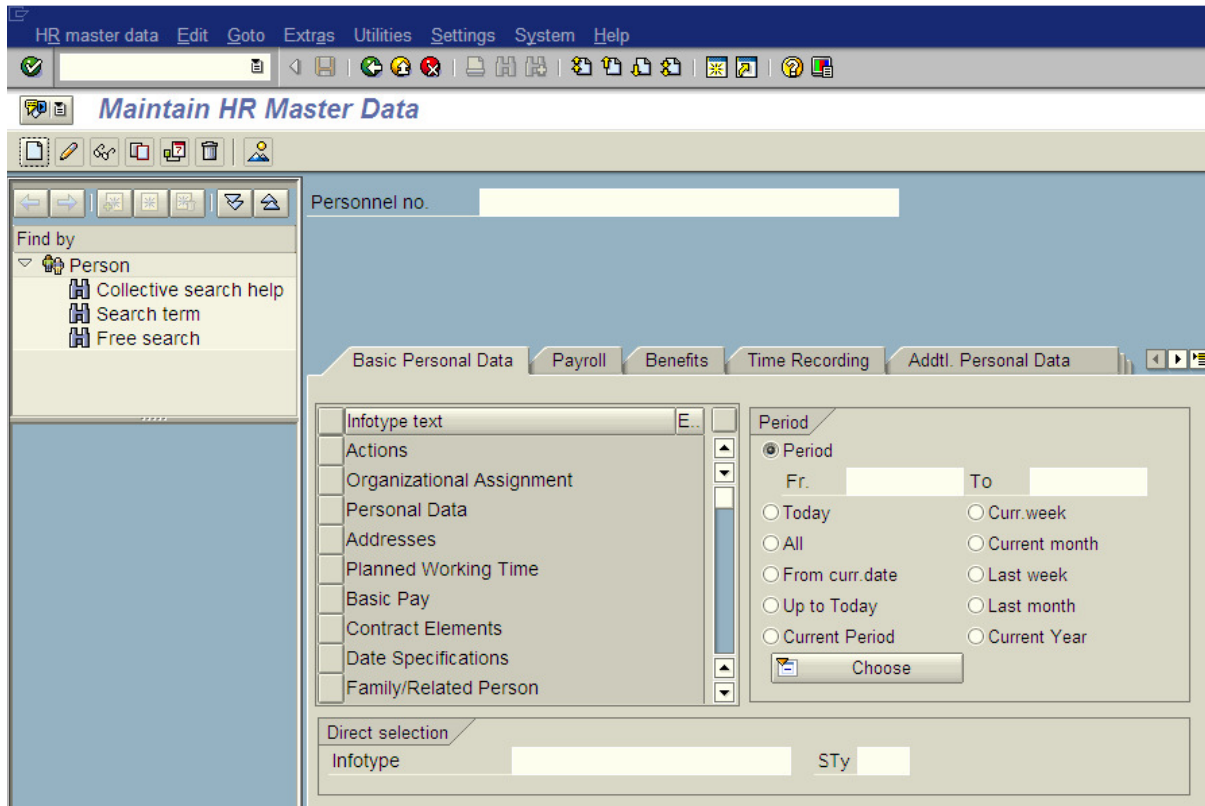
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure


1. Start the transaction using the transaction code **PA30**.

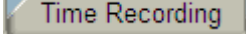
### Maintain HR Master Data

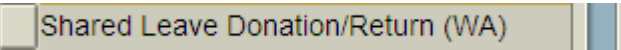


2. Complete the following fields:

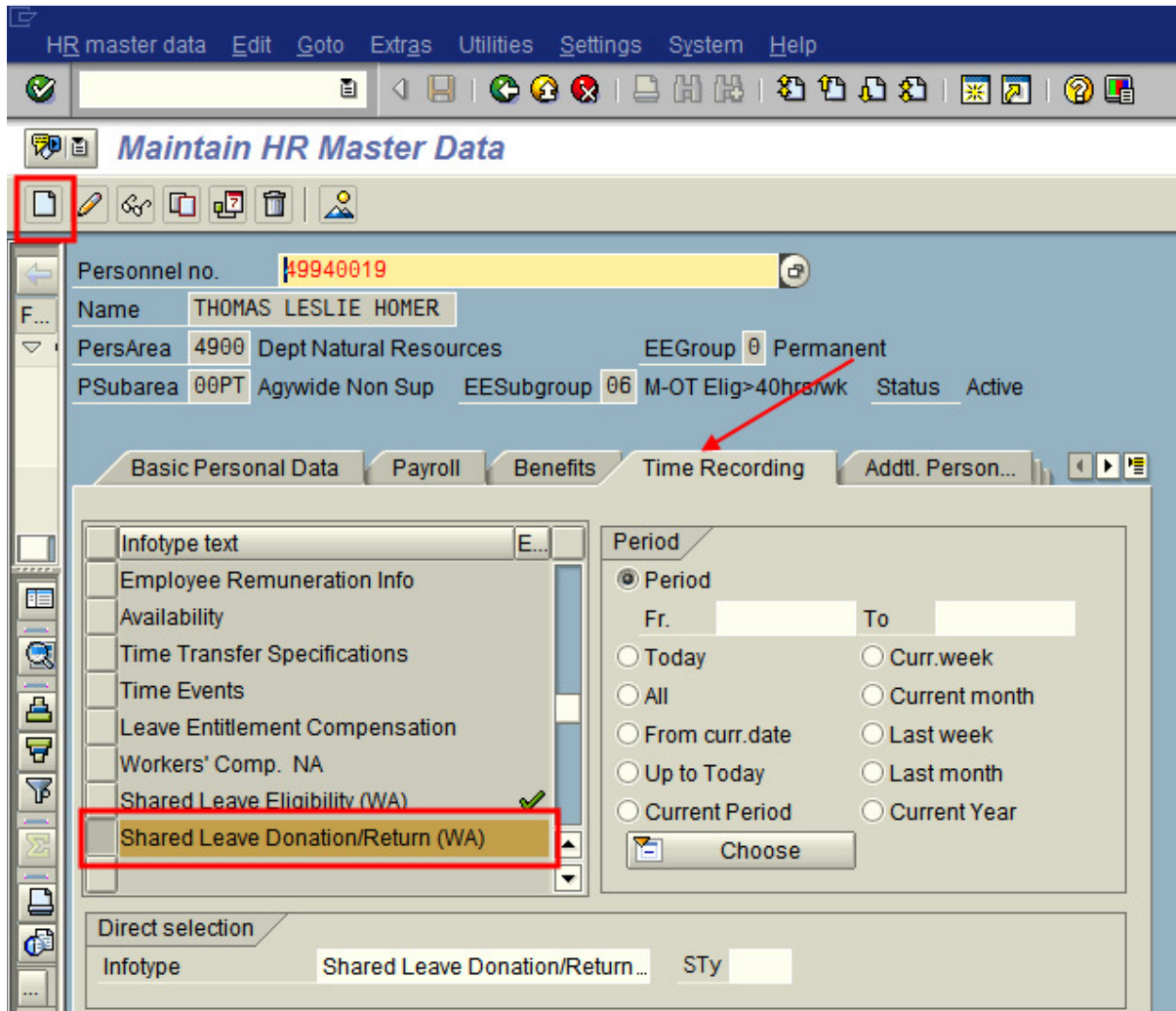
Field Name	R/O/C	Description
Personnel No.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. <b>Example:</b> 49940019 (Leslie Thomas)

3. Click  (Enter) to validate the information.


4. Click  tab.

5. Click the gray box to the left of  to select.

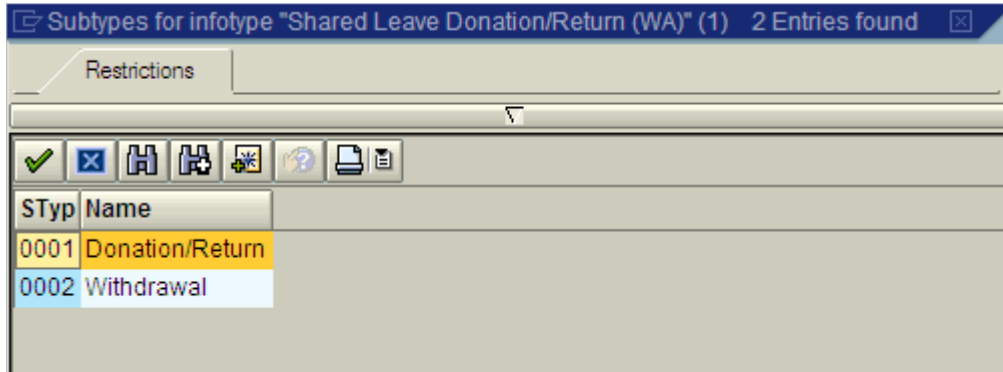
### Maintain HR Master Data



The screenshot shows the SAP 'Maintain HR Master Data' window. The 'Time Recording' tab is active. In the left-hand list of data elements, 'Shared Leave Donation/Return (WA)' is highlighted with a red rectangular box. A red arrow points from the 'Permanent' status field in the top right area to the 'Time Recording' tab. The 'Period' section on the right contains radio button options for selecting a time period, such as 'Today', 'Curr.week', 'All', 'Current month', etc. The 'Direct selection' section at the bottom shows 'Infotype' as 'Shared Leave Donation/Return...' and 'STy' as an empty field.

6. Click  (Create) to create a new record.

**Subtypes for infotype "Shared Leave Donation/Return (WA)" (1) 2 Entries found**



7. Perform one of the following:

If	Go To
an employee is donating to the Uniform Services Shared Leave Pool	Step 8
an employee is receiving leave from the Uniform Services Shared Leave Pool	Step 14

8. Double-click **0001 Donation/Return** from the selection list.



## Create Shared Leave Donation/Return (WA) (0613)

The screenshot shows the SAP HRMS interface for creating a shared leave donation/return. The top menu bar includes Infotype, Edit, Goto, Extras, System, and Help. The main form area contains the following fields:

- Personnel No:** 49940019
- Name:** THOMAS LESLIE HOMER
- EE group:** 0 Permanent
- Personnel ar:** 4900
- Dept:** Natural Resources
- EE subgroup:** 06 M-OT Elig>40hrs/...
- SSN:** 536-98-4154
- Status:** Active
- Start:** 09/25/2007 (highlighted with a red box)
- Shared Leave Donation/Return (WA)** (highlighted with a red box):
  - Abs.quota type:** [checked] [dropdown]
  - Number/unit:** [checked] [dropdown]
- Home Pool** (selected):
  - Home Pool ID:** 0002 Shared Leave - Common Pool
- Foreign Pool** (highlighted with a red box):
  - Foreign Pool ID:** [dropdown]
- Employee** (unselected):
  - Amount Related:** [unchecked]
  - Personnel no.:** [dropdown]
  - Target Abs. quota:** [dropdown]
- External Recipient** (unselected):
  - Ext. Person:** [dropdown]
  - Absence Quota Type:** [dropdown]

9. Complete the following fields:

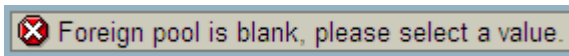
Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. <b>Example:</b> 9/25/2007
Abs.quota type	R	It is a specific absence quota, such as Annual Leave or Sick Leave. <b>Example:</b> 31 Annual

Field Name	R/O/C	Description
Number/unit	R	This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc.  Enter the amount of hours to be donated. <b>Example:</b> 10.0 (hours)
Foreign Pool ID	R	For employees to be eligible to donate or receive Uniform Services Shared leave, each should be assigned to a Foreign Pool ID.  This should be selected before clicking the Foreign Pool radio button. Uniform Services Shared Leave Pool would be the appropriate option. <b>Example:</b> 9001 Uniform Services Shared Leave Pool

10. Click the ☐ Foreign Pool radio button to select.



The following message will appear if this radio button is selected before the Foreign Pool ID has been selected from the drop-down menu.





## Create Shared Leave Donation/Return (WA) (0613)

Personnel No 49940019 Name THOMAS LESLIE HOMER

EE group 0 Permanent Personnel ar 4900 Dept Natural Resources

EE subgroup 06 M-OT Elig>40hrs/... SSN 536-98-4154 Status Active

Start 09/25/2007

Shared Leave Donation/Return (WA)

Abs.quota type 31 Annual Leave/Vacation

Number/unit 10.00 Hours

☐ Home Pool

Home Pool ID 0002 Shared Leave - Common Pool

☒ Foreign Pool

Foreign Pool ID 9001 Uniformed Service Shared Leave Pool

☐ Employee ☐ Amount Related


Personnel no.

Target Abs. quota

☐ External Recipient

Ext. Person

Absence Quota Type

11. Click  (Enter) to validate the information.

12. Click  (Save) to save.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 8634

Name PASION JANELL B

PersArea 4900 Dept Natural Resources EEGroup 6 Permanent

PSubarea 00PU Sups EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E..

Employee Remuneration Info

Availability

Time Transfer Specifications

Time Events

Leave Entitlement Compensation

Workers' Comp. NA

Shared Leave Eligibility (WA) ✓

Shared Leave Donation/Return (WA) ✓

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Shared Leave Donation/Retur... STy 0001 Donation/Return

Record created




The system displays the message, "Record created."

13. You have completed the transaction to donate to the Uniform Services Shared Leave Pool.

For the employee to receive leave from the Uniform Services Shared Leave Pool, perform the following steps:

### Maintain HR Master Data

The screenshot displays the SAP HRMS 'Maintain HR Master Data' interface. At the top, there is a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area shows employee data for 'THOMAS LESLIE HOMER' with personnel number '49940019'. The 'Time Recording' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Shared Leave Donation/Return (WA)' infotype is highlighted in the list. A red box highlights the 'Create' icon (a document with a plus sign) in the top toolbar. A red arrow points to the 'Time Recording' tab.

14. Click  (Create) to create a new record.

**Subtypes for Infotype “Shared Leave Donation/Return (WA)” (1) 2 Entries found**

STyp	Name
0001	Donation/Return
0002	Withdrawal

15. Double-click **0002 Withdrawal** from the selection list.

**Create Shared Leave Donation/Return (WA) (0613)**

Personnel No 49940019 Name THOMAS LESLIE HOMER

EE group 0 Permanent Personnel ar 4900 Dept Natural Resources

EE subgroup 06 M-OT Eliq>40hrs/... SSN 536-98-4154 Status Active

Start 09/25/2007

Shared Leave Donation/Return (WA)

Abs.quota type ☒ Number/unit ☒




☒ Home Pool

Home Pool ID 0002 Shared Leave - Common Pool

☐ Foreign Pool

Foreign Pool ID


16. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which the record begins. <b>Example:</b> 9/25/2007
Abs.quota type	R	It is a specific absence quota, such as Annual Leave or Sick Leave.  Always select Uniformed Serv Lv Pool when completing a withdrawal. <b>Example:</b> 47 Uniformed Serv Lv Pool
Number/unit	R	This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc.  Enter the amount of hours to be withdrawn. <b>Example:</b> 5.0 (hours)
Foreign Pool ID	R	For employees to be eligible to donate or receive Uniform Services Shared Leave, each should be assigned to a Foreign Pool ID.  This should be selected before clicking the Foreign Pool radio button. Uniform Service Shared Leave Pool would be the appropriate option. <b>Example:</b> 9001 Uniformed Service Shared Leave Pool.

17. Click the ☐ Foreign Pool radio button to select.



The following message will appear if this radio button is selected before the Foreign Pool ID has been selected from the drop-down menu.

 Foreign pool is blank, please select a value.

## Create Shared Leave Donation/Return (WA) (0613)

Personnel No 49940019 Name THOMAS LESLIE HOMER

EE group 0 Permanent Personnel ar 4900 Dept Natural Resources

EE subgroup 06 M-OT Elig>40hrs/... SSN 536-98-4154 Status Active

Start 10/25/2007

Shared Leave Donation/Return (WA)

Abs.quota type 47 Uniformed Serv Lv Pool


Number/unit 5.00 Hours


☐ Home Pool

Home Pool ID 0002 Shared Leave - Common Pool

☒ Foreign Pool

Foreign Pool ID 9001 Uniformed Service Shared Leave Pool

18. Click  (Enter) to validate the information.

19. Click  (Save) to save.



The system displays the message, "Record created."

20. You have completed the transaction for withdrawing leave from the Uniform Services Shared Leave Pool.

### Result

You have donated annual leave to the Uniform Services Shared Leave Pool or an employee has received leave from the Uniform Services Shared Leave Pool.

### Comments

When a donation has been made to the Uniform Services Shared Leave Pool, a record will be created on *Time Quota Compensation* (0416) indicating the leave being deducted from their quota balance.



**Any time the *Create Shared Leave Donation/Return* (0613) infotype has been created incorrectly, contact the ISD Help desk for assistance @ 360-664-6400**

### Display Time Quota Compensation (0416)

The screenshot shows the SAP 'Display Time Quota Compensation (0416)' screen. The top bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The main area displays data for Personnel No. 49940019, Name THOMAS LESLIE HOMER, PersArea 4900, Dept Natural Resources, EEGroup 0 Permanent, PSubarea 00PT, Agywide Non Sup, EESubgroup 06, M-OT Elig>40hrs/wk, Status Active, Start 09/25/2007, Chg. 09/25/2007 KELLYW, and Comp. method 1000 Free compensation. Below this, 'Compensation specifications' are shown: Time quota type 31 Annual Leave/Vacation, Compensation rule 000, No. to compensate 10.00000, and a checked box for 'Do not account'. To the right, buttons for 'Compensation using default' (checked) and 'Manual compensation' are visible. At the bottom, an 'Absence quotas' table is displayed with two rows highlighted in red.

ATy	Quota text	Entitl.	Unit	Rem.	Comp.	WT	Amount	Curr...	Deduction f...	Deduction to	Quota counter
31	Annual Leave/Vacation	8.00000	Hours	0.00000	8.00000		0.00	<input checked="" type="checkbox"/>	12/16/2006	12/31/9999	00000000000855022006
31	Annual Leave/Vacation	8.00000	Hours	6.00000	2.00000		0.00	<input checked="" type="checkbox"/>	01/16/2007	12/31/9999	00000000000855042006

When a withdrawal has been made from the Uniformed Services Shared Leave Pool, a *Quota Corrections* (2013) will be created for the recipient. Users should verify that this record has been created. In order for the quota correction to be created, *Time Evaluation* (ZT60) must be performed for the recipient to create the quota from the just created quota correction that was created by the withdrawal action. After performing ZT60, user should verify that the quota has been created, by viewing *Quota Corrections* (2013) or running the *Attendance System Change report* (ZHR\_RPTPTM084).



## Overview Quota Corrections (2013)

Infotype Edit Goto Extras System Help

1/2/01/1800 To 12/31/9999 STy.

Personnel No 49940019 Name THOMAS ... Status Active  
EE group 0 Permanent Personnel ar 4900 Dept Natural Resources  
WS rule R015 4-10s: M-... SSN 536-98-4154

Quota Corrections

Start Date	End Date	AbQu...	Number	Operati...	Transfer
12/14/2006	12/14/2006	42	0.00000	+	X Transfer collected e...
12/06/2006	12/06/2006	42	1.00000	+	X Transfer collected e...
10/25/2007	10/25/2007	47	5.00000	+	Y Only transfer quota ...